

---

# EXTRACT OF FORWARD PLAN

---



[www.tunbridgewells.gov.uk/forwardplan](http://www.tunbridgewells.gov.uk/forwardplan)

## Notice of Key Decisions / Notice of Private Meetings

Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This plan sets out and gives a minimum 28 days notice of the key decisions (\*note 1) that the Cabinet of Tunbridge Wells Borough Council intend to make. Other non-key decisions to be taken by the executive and the designated decision taker will also be included on the plan wherever possible.

Tunbridge Wells Borough Council will give a minimum 28 days notice through this document when it intends to hold a meeting, or part of a meeting, of the Cabinet in private (\*note 2). Where it is necessary to hold a meeting in private, the reason for this will be stated alongside the decision to be made.

Reasons for holding a meeting in private can vary, and may relate to issues such as commercial sensitivity when dealing with contractual issues, data protection issues relating to personal details of an individual, or due to a court order to hold the meeting in private. All of the reasons whereby a local authority can hold a meeting in private can be found listed in Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this document.

If you wish to make representations against the intention to hold a private meeting, please send these to: Democratic Services, Town Hall, Tunbridge Wells, Kent, TN1 1RS or [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk) no less than ten working days before the meeting date. Any other documents relevant to key decisions to be taken may be submitted to the decision maker via Democratic Services.

If the Council is unable to give 28 days notice, it will publish the reasons for this on its website and at its offices.

A handwritten signature in black ink, appearing to read 'David Jukes'.

**Councillor David Jukes**  
**Leader of the Council**

**Publication Date: 02 November 2018**

The most recent version of the Plan supersedes all previously issued versions

## Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? (*note 1)	Exempt? (*note 2)
07/02/19 Cabinet		15/01/19 Finance & Governance Cabinet Advisory Board	<p><b>Property Transaction Report: July - December 2018</b></p> <p>This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2018 and 31 December 2018.</p> <p><i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	John Antoniadis, Estates Manager	No	Part
07/02/19 Cabinet	20/02/19 Final Decision	15/01/19 Finance & Governance Cabinet Advisory Board	<p><b>*Asset Management Plan 2019/20</b></p> <p>To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i></p>	<p>Public consultation January 2019.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	John Antoniadis, Estates Manager	No	Open

## Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? (*note 1)	Exempt? (*note 2)
07/02/19 Cabinet		15/01/19 Finance & Governance Cabinet Advisory Board	<p><b>ICT Strategy</b> To agreed the ICT strategy for the next 5 years, setting out the strategic direction of Mid Kent IT 2018-2023.</p> <p><i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Chris Woodward, Interim Head of ICT	No	Full
07/02/19 Cabinet	20/02/19 Final Decision	15/01/19 Finance & Governance Cabinet Advisory Board	<p><b>*Budget 2019/20 and Medium Term Financial Strategy</b> To recommend to Full Council the Council's budget for 2019/20 and the revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year's budget.) (All Wards)</p>	<p>Public consultation January 2019.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
07/02/19 Cabinet	20/02/19 Final Decision	15/01/19 Finance & Governance Cabinet Advisory Board	<p><b>*Treasury Management Policy and Strategy</b> To recommend to Full Council the Treasury Management Policy and Strategy to set the parameters and key information regarding the Council's treasury activity, with specific regards to investments and cash flow. (All Wards)</p>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	<p><b>Performance Summary: Quarter 3</b> To review an outline of the Council's performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of December 2018. (All Wards)</p>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	Open

## Finance and Governance Portfolio – Councillor Reilly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? (*note 1)	Exempt? (*note 2)
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	<b>Revenue Management Report: Quarter 3</b> To receive the financial position as at the end of December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	<b>Capital Management Report: Quarter 3</b> To receive the financial position as at the end of December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
07/03/19 Cabinet		12/02/19 Finance & Governance Cabinet Advisory Board	<b>Treasury and Prudential Indicator Management Report: Quarter 3</b> To receive the financial position as at the end of December 2018. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open

**Note 1: KEY DECISIONS**

A “key decision” means a decision which is to be taken by the executive of the Council which is likely to:

- (a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000 as well as otherwise being significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough of Tunbridge Wells.

**Note 2: REASONS A MEETING MAY BE HELD IN PRIVATE**

In accordance with section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public may be excluded from a meeting on the grounds that it may involve the likely disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 (as amended). The exemption must be by virtue of one or more specified paragraphs of the above Act as shown on the Forward Plan (giving 28 days notice) and the meeting agenda (giving 5 days notice); summarised as follows:

Paragraph (1) - Information relating to any individual.

Paragraph (2) - Information which is likely to reveal the identity of an individual.

Paragraph (3) - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Paragraph (5) - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph (6) - Information which reveals that the authority proposes –

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

Paragraph (7) - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**QUALIFICATIONS:**

- (8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –
  - (a) the Companies Act 1985;
  - (b) the Friendly Societies Act 1974;
  - (c) the Friendly Societies Act 1992;
  - (d) the Industrial and Provident Societies Acts 1965 to 1978;
  - (e) the Building Societies Act 1986; or
  - (f) the Charities Act 1993.
- (9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (10) Information which –
  - (a) falls within any of paragraphs 1 to 7 above; and
  - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,
 is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.